

**Central Arizona Fair Association**  
**Bartender Job Description**

**Bartender Job Responsibilities:**

The primary focus of this position is to serve as a bartender for the events held at Pinal County Fairgrounds and Central Arizona Raceway. These events range from private parties, commercial events, Pinal County Fair, and other events as scheduled. You may be called upon for other duties at large events such as gate sales, or ticket taking.

**Bartender Skills and Qualifications:**

Successful applicants will provide friendly and courteous service to our attendees. They should have excellent communication skills, knowledge of basic mixed drinks, serving guidelines, and attention to detail.

**Job Duties:** *The following duties are not intended to serve as a comprehensive list of all duties performed, only a representative summary of primary duties and responsibilities. You may be required to perform additional position specific duties.*

- Assist in setting up bar for service (hauling beer and ice, placing items in coolers, setting up cash drawer, and any other bar prep).
- Assist in breaking down bar at the end of the night including but not limited to clean up and cashing out with manager.
- Follow all federal and state laws when serving alcohol.
- Perform inventory assistance, if requested.
- Have reliable transportation and be on time when called to work.
- You will have a dress code and are expected to follow it.
- Follow all Central Arizona Fairs Assoc. protocols in terms of inventory controls and bank settling.
- All events are family-friendly, you will conduct yourself accordingly.
- Any other duties as assigned.

**Minimum Qualifications:**

- High School Degree, diploma or equivalent
- 19 years of age or older
- General knowledge of bartending, including state and federal laws, and basic mixed cocktails.
- Available to work evenings and weekends.
- Available to work extra hours during events.

**Language Skills:** Able to speak, read and write English. Knowledge of Spanish is helpful but not required.

**Mathematical Skills:** Ability to add, subtract, multiply and divide whole numbers. Must be able to

make change, handle money, document transactions, and balance bank accounts at the end of shift.

**Certificates, Licenses, Registrations:** Must have a valid AZ driver's license with no major violations. Bartender License/Responsible Server Certificate valid in the state of Arizona.

**Physical Demands:** This position requires standing for prolonged periods of time. You must be able to lift and move up to 30 pounds (ice, cases of beer, etc.) while on the job. You will be working in loud environments, sometimes outdoors, with many weather variables. Bartending is a fast-paced job, you must be focused, alert, and quick to respond to the needs of customers. Mental math skills are a must, as you will be using a cash only system and must make change and charge patrons quickly and accurately.

**Work Environment:**

- This is an "on-call" position. We try our hardest to give you at least 2 weeks' notice of upcoming opportunities.
- Our event season varies. We may have work for you every weekend or once a month, it is dependent on the parties/events we have going on. Our busiest season is from September to May.
- Event size and bar demand varies by event.

**Salary and Benefits:**

- This job pays minimum wage (current minimum wage) plus tips.
- Tips are split evenly if there is more than one bartender working the same station. 10% of tips are shared with support crew.
- You will be paid by check or direct deposit every two weeks.
- You must clock-in/out for your shift(s).

This position is funded by the Central Arizona Fair Association, a non-profit organization. This is not a County funded position.